

## Fiscal Year: 2012-2013

Section	Item	ARS § 15-918 and State Board Requirements
4	<b>Executive Summary</b>	ARS § 15-918.02
	<input type="checkbox"/> No more than four pages with categories labeled	
	<input type="checkbox"/> A. Introduction and statement of the district's Career Ladder mission	N/A
	<input type="checkbox"/> B. Structure of the Career Ladder program	E.1.a-c (p. 1-2) A.1 & SB 1-5 (p. 3)
	<input type="checkbox"/> C. Provisions for placement and advancement	A.3.a-c (p. 3); A.4.a-d (p. 5)
	<input type="checkbox"/> D. Evaluation of teacher performance (instructional skills with students)	A.2-A.3.a (pgs. 3-4)
	<input type="checkbox"/> E. Evaluation of teacher's pupil progress	A.3.b & SB 1-2 (p. 4)
	<input type="checkbox"/> F. Higher Level Instructional Responsibilities	A.3.c (p. 4)
	<input type="checkbox"/> G. Program administration (including steering committee, staff, etc.)	A.6.a-d (pgs. 5-6)
	<input type="checkbox"/> H. Periodic program evaluation, review, and refinement	A.7 (p. 6)
	<input type="checkbox"/> I. Professional development/leadership opportunities for teachers	E.1.b (p. 2); A.4.d (p. 5); A.8 (p. 6)
	<input type="checkbox"/> J. Communication model	A.6.b (p. 6)
	<input type="checkbox"/> K. Compensation system	E.1.d (pgs. 1-2) A.5 & SB 1-3 (p. 5)
<input type="checkbox"/> L. Structure of additional incentive component (if applicable)	15-918.02.B- C (pgs. 6-8); SB (p. 7)	
<input type="checkbox"/> M. Impact of Career Ladder program on student progress	15-918.03.5.c (p. 10)	
<b>Questions/Comments</b>		

Section	Item	ARS § 15-918 and State Board Requirements
<b>5</b>	<b>Maintenance of Program Requirements</b>	
	Pursuant to ARS §15-918.02, every district is required to submit a current program handbook with page numbers cited in Section 5 for the following 13 areas:	
	<input type="checkbox"/> A. Career Ladder Mission	
	<input type="checkbox"/> B. Structure of Career Ladder program (excluding additional incentive component)	E.1.a-c (pgs. 1-2) A.1 & SB 1-5 (p. 3)
	<input type="checkbox"/> C. Provisions for placement and advancement for each level/step	A.3, A.4 (pgs. 3-5)
	<input type="checkbox"/> D. Evaluation of teacher performance for each level	A.2-A.3.a (pgs. 3-4) & 15-537
	<input type="checkbox"/> E. Evaluation of teacher's pupil progress for each level	A.3.b & SB 1-2 (p. 4)
	<input type="checkbox"/> F. Evaluation of higher level instructional responsibilities	A.3.c (p. 4)
	<input type="checkbox"/> G. Program administration/steering committee	A.6.a-d (pgs. 5-6)
	<input type="checkbox"/> H. Periodic program evaluation, review, and refinement	A.7 (p. 6)
	<input type="checkbox"/> I. Professional development/leadership opportunities for currently placed and applying	E.1.b (p.2); A.4.d, A.8 (p. 5); B (p. 6)
	<input type="checkbox"/> J. Communication model	A.6.b (p. 6)
	<input type="checkbox"/> K. Compensation system	A.5 (p. 5); E.1.d (p. 2)
<input type="checkbox"/> L. Structure of additional incentive component (if applicable)	B.1-2; C (pgs. 6-8) & SB (p.7)	
<input type="checkbox"/> M. Appeals process	A.4.c (p. 5)	
<b>Questions/Comments</b>		

Section	Item	ARS § 15-918 and State Board Requirements
<b>6</b>	<b>Program Evaluation, Review, and Refinement (as of November 1, 2010)</b> <i>Each section should be labeled and include a description.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Context information provided for each survey cited.</li> <li><input type="checkbox"/> A. Projected program refinements/revisions from fiscal year 2011-2012</li> <li><input type="checkbox"/> B. Brief summary of progress to date on the projected program refinements/revisions (A) from fiscal year 2011-2012</li> <li><input type="checkbox"/> C. Brief summary of program evaluation activities and corresponding data since November 2010</li> <li><input type="checkbox"/> D. Summary description of projected program refinement/revisions based on item C to be made/implemented during 2011-2012</li> </ul>	15-918.02.A.7 (p. 6) 15-918.03.5.c (p. 10)  15-918.03 SB (a. bottom box)
<b>Questions/Comments</b>          		
Section	Item	ARS § 15-918 and State Board Requirements
<b>7</b>	<b>Analysis of Pupil Progress</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. Description of how the district's Career Ladder program supports the implementation of state and federal mandates using indicators of pupil progress.</li> <li><input type="checkbox"/> B. Analysis includes longitudinal district-level AIMS data and an analysis (disaggregation) of factors impacting the subgroups.</li> <li><input type="checkbox"/> C. Optional: Additional data from district assessments (other than AIMS) that may further explain factors that influence pupil progress.</li> <li><input type="checkbox"/> Narrative should substantiate, to the extent possible, growth or decline in pupil progress and factors that influenced results. Analysis should elaborate on causes and trends beyond just listing the disaggregated data in graph form. It should also include the contributing factors in Career Ladder criteria that impact overall district pupil progress.</li> </ul>	15-918.03.5.b & c (p. 10)
<b>Questions/Comments</b>          		

Section	Item	ARS § 15-918 and State Board Requirements
8	<b>Budget</b>	
	Review for appropriate distribution. The majority of the budget should be allocated to teacher addenda, and allocated logically with respect to the district's operational plan. Note the alignment of data in the Line Item, Part I, and Summary, Part II. The district may include additional lines in Part I if needed, and explanations beyond space provided in Column E may be attached for clarity.	15-918.04 & SB (pgs. 10-12)
	<b>Part I: Line Item Budget</b>	
	<input type="checkbox"/> A. Item Descriptions	
	<input type="checkbox"/> B. 2010-2011 Budgeted Expenditures	
	<input type="checkbox"/> C. 2010-2011 Actual Expenditures	
	<input type="checkbox"/> D. 2011-2012 Projected Operating Budget	
	<input type="checkbox"/> E. Notations to explain the line item amounts	
	<b>Part II: Budget Summary</b>	
	<input type="checkbox"/> A. Teacher Addenda (dollar amount and percent)	SB 1, min. 51% (p. 7)
	<input type="checkbox"/> B. Staff Development (dollar amount and percent)	15-918.02.A.3.c (p. 4)
	<input type="checkbox"/> C. Administration of Program (dollar amounts and percents)	15-918.02.E.1.b (p. 2)
	<input type="checkbox"/> D. Other Administrator Salaries (dollar amount and percent) – must be \$0 and 0%	
	<input type="checkbox"/> E. Additional Incentive Component (dollar amount and percent)	SB 1, max. 49% (p. 7)
	<b>Part III: Additional Information</b>	
<input type="checkbox"/> A. Carryover from 2009-2010	15-918.04.C (p. 11)	
<input type="checkbox"/> Explanation included if more than 5%		
<input type="checkbox"/> Anticipated carryover from 2011-2012		
<input type="checkbox"/> B. Major Changes Anticipated (explanation included if yes)		
<input type="checkbox"/> JTED if appropriate (from Line Item 3)		
<input type="checkbox"/> Sudden Growth if appropriate (from Line Item 4)		
<b>Questions/Comments</b>		

Section	Item	ARS § 15-918 and State Board Requirements
9	<b>Additional Incentive (if applicable)</b>	ARS § 15-918.02
	<input type="checkbox"/> A. A 2-3 page detailed description of additional incentive program components including	SB #5 (p. 7)
	• integration with the main Career Ladder program and support of both district and Career Ladder goals	SB #5 (p. 7)
	• a yearly November 1 performance assessment plan	SB #5 (p. 7) & C (p. 8)
	• an implementation timeline	SB #5 (p. 7)
	• incentive goals focused on reaching maximum school potential and enhanced pupil progress	SB #5 (p. 7)
	<input type="checkbox"/> B. A two-page-maximum description of parental quality rating conducted by the district and including questions relating to pupil progress	SB #6 (p. 7)
	<input type="checkbox"/> C. A separate budget and expenditure report including the 2009-2010 operating budget and including the dollar amounts and percentages for	SB #7 (p. 7)
	<input type="checkbox"/> 1. Career Ladder monies allocated to the additional incentive component <b>(not to exceed 49%)*</b>	SB #1 (p. 7)
	<input type="checkbox"/> 2. the additional incentive budget allocated for the purpose of planning and development <b>(not to exceed 5%)</b>	SB #4 (p. 7) & C (p. 8)
	<input type="checkbox"/> 3. the additional incentive budget allocated for the purposes of staff development <b>(not to exceed 10%)</b>	SB #4 (p. 7)
	<input type="checkbox"/> D. A one-page-maximum summary outlining provisions for spending these funds if schools in the district do not achieve the incentive for this application year.	
<input type="checkbox"/> E. Additional Incentive line-item budget, reflecting the appropriate dollar amounts, budget percentages, and justifications (when necessary).		
* If this amount exceeds 20% of the district's Career Ladder funding, provide justification, including documentation detailing teacher, administrator, district steering committee and governing board member involvement in the development of the program and a vote of all district teachers, with a majority indicating support for the additional incentive program.		SB #8 (p. 7)
Questions/Comments		



**General comments, positive feedback, and cautions to district**

- ☐ **Recommend for Approval**
- ☐ **Hold for Clarification**
- ☐ **Not Recommended for Approval**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

***Second Review (if held)***

**Concerns or notations for evaluation of application in subsequent years.**